

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURT
COURT INTERPRETER PROGRAM**

Orientation Seminar Announcement and Registration

All court interpreter candidates for all foreign languages must complete an orientation session conducted by the Delaware Administrative Office of the Courts as the first step in the credentialing and registration process to become certified court interpreters in the State of Delaware. A written examination is the second step in the credentialing process. The written exam measures the candidate's knowledge of: a) the English language; b) court-related terms and usage; and c) court interpreter ethics and professional conduct.

The Administrative Office of the Courts will offer a one-day orientation session:

WHEN:
Thursday, February 13, 2020
8:45 a.m. – 4:00 p.m.

WHERE:
*Leonard L. Williams Justice Center
(New Castle County Courthouse)*
12th Floor Conference Room
500 N. King Street
Wilmington, DE 19801

Registration DEADLINE: Friday, January 24, 2020

The cost of Orientation is \$ 65.00 for Delaware residents and \$120.00 for Out-of-State candidates who live within 100 miles round trip of any Delaware Courthouse

This orientation will include the following topics:

- ◆ *Skills required to become an interpreter*
- ◆ *The role of the court interpreter*
- ◆ *Modes of interpretation*
- ◆ *A day in the life of a court interpreter*
- ◆ *The Delaware courts*
- ◆ *Testing – written and oral exams*

If you wish to enroll in this court interpreting orientation session, please complete the attached registration form and return it along with the registration fee by January 24, 2020.

All registration forms and payments should be received by the specified deadline above.

Requests for refund or credit will only be considered if the cancellation request is received before 5PM January 24, 2020. There is no refund of the registration fee for candidates who submit a cancellation request after 1/24/2020, who arrive late, or who do not appear for the orientation.

A separate announcement and registration form for the Written Exam will be available on the Delaware Court Interpreter Program website <https://courts.delaware.gov/aoc/courtinterpreter/certification.aspx> after the orientation seminar. If you have any questions regarding this orientation or the Court Interpreter Program, please send an email to jennifer.figueira@delaware.gov

(You may keep this page for your records)

**STATE OF DELAWARE
ADMINISTRATIVE OFFICE OF THE COURTS
COURT INTERPRETER PROGRAM**

ORIENTATION SEMINAR REGISTRATION FORM

*Thursday, February 13, 2020
Leonard L. Williams Justice Center (New Castle County Courthouse)*

**12th Floor Conference Room
500 N. King Street
Wilmington, DE 19801**

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Day: _____ Evening: _____

Email address: _____

☐ Foreign Language(s) - Please list: _____

☐ Interpreter for Deaf/Hard of Hearing

PLEASE ADVISE IF ANY SPECIAL ACCOMMODATIONS ARE NECESSARY _____

**Method of Payment: ☐ Check ☐ Money Order
DO NOT SEND CASH**

Make check/money order payable to the State of Delaware and please write your name on the check/money order. Please note preference will be given to Delaware residents. All others will be admitted on a first-come first-serve basis for spaces remaining, if any. A \$35 fee will be charged for all returned checks.

\$ 65.00 - Delaware residents

\$120.00 - Out-of-State resident who live within 100 miles round trip of a Delaware Courthouse

Please send this registration form along with payment by Friday, January 24, 2020 to:

**ADMINISTRATIVE OFFICE OF THE COURTS
405 N. King Street, Suite 507
Wilmington, DE 19801
Attention: Jennifer Figueira**